## STORAGE FACILITY(IES) REVIEW FORM CONDUCTED BY SCHOOL FOOD AUTHORITY (SFA) (DO NOT RETURN TO THE STATE)

SFA	Name: _								
Scho	ol Food	d Director/Manager's Name:							
Date	(s) of	last review by State Agency:							
Date	(s) of	this storage review:							
Date	(s) of	last storage review:							
GENE	RAL/REC	CORD KEEPING							
1.		USDA commodities stored at a secondary warehouse or storage facility that ff school property? Yes No							
	a.	If yes, list name and address of secondary warehouse:							
	b.	Are inventory records maintained? Yes No If no, explain:							
	c.	How is the secondary warehouse monitored?							
2.	Is tl	Is this a commercial facility? Yes No							
	a.	If yes, note date current agreement/contract signed:							
	b.	Is any insurance coverage provided? Yes No							
		If yes, describe coverage:							
		If no, explain why not:							
3.	a.	Do the State Agency review letters include written recommendations and follow-up procedures to correct deficiencies noted? Yes No							
	b.	Were all deficiencies noted in the last review letter corrected: Yes No							
4.	Shipping, receiving, redistributing, and inventory records - Are the following records maintained on USDA commodities in storage?								
	a.	Bills of Lading, Delivery Receipts and other pertinent receiving documents: Yes No							
	b.	Are perpetual inventory records maintained? Yes No If no, explain:							
	c.	Is a reconciliation of physical inventory with perpetual inventory done?							
		Yes No If no, explain:							
		(1) Are gains and losses recorded? Yes No							
		(2) Frequency of physical inventory:  Monthly Quarterly Semi-Annual Other(list)							

## GENERAL/RECORD KEEPING (Continued)

prepa	inventory (end-of-year and mid-year) records and Food Distribution Receipts ared accurately and submitted to the State Agency on a timely basis?  No If no, explain:								
	records and reports maintained for the required length of time (3 years the current year)? Yes No If no, explain:								
HOUSING	PRACTICES								
Receipt of commodities									
a.	Information on shipments:								
	(1) Is 24 hour advance appointment call being received from truckers, if requested? Yes No N/A Comments:								
	(2) Is notice of shipment information being received from State Agency? Yes No Comments:								
b.	Are all shipments received and examined: (1) for damage, (2) other evidence of poor handling, or (3) insect/rodent infestation?  Yes No If no, explain why not:								
С.	Are all shipments of USDA commodities checked against shipping documents for proper quantities as listed on the Bill of Lading?  Yes No If no, explain:								
d.	. If a shipment is received over, short, and/or damaged:								
	(1) was the State Agency notified? Yes No								
	(2) did the trucking representative document and sign all three copies of the receiving forms? Yes No								
е.	Are proper steps taken to salvage partially damaged or out-of-condition USDA commodities? Yes No If no, explain:								
Inventory Control									
a.	List person(s) designated to maintain inventory records:								
b.	Does the inventory of USDA commodities on hand reflect any oversupply? Yes No								
	(1) If yes, list items with amounts on hand and number of months supply:								
	(2) What action is being taken to reduce supply?								
	Are plus  HOUSING  Recei a.  b.  Inver								

	Is the "First-In First-Out" concept used? Yes explain method used:	No	If r
d.	Are there commodities on hand with old pack dates?	Yes1	No
(1)	If yes, list items and pack date(s):		
(2)	Is this due to:	Yes	
	Excess Inventory:		-
	Improper Inventory Rotation:		-
	Undesirable/Not Used Commodity:		-
	Old Commodity When Received:		-
(3)	Was State Agency notified of old product? Yes	No	
(4)	What action is being taken to use product before condition?	ore it goes	5 0
Stora	age Facility(ies)		
Stora	age Facility(ies)  Does the facility(ies) have adequate space for storing Yes No If no, explain:	ng USDA comm	odit
a.	Does the facility(ies) have adequate space for storing	dities "tie	d-i
a.	Does the facility(ies) have adequate space for storing Yes No If no, explain:  Are high-pile stacked or palletized USDA commo "locked" and stable for safe handling by person	dities "tiennel and/or xplain why no	d-i ma ot:
	Does the facility(ies) have adequate space for storing Yes No If no, explain:  Are high-pile stacked or palletized USDA common "locked" and stable for safe handling by person handling equipment? Yes No If no, explain:  Are adequate aisles maintained for fire lanes as a stable for safe handling equipment?	dities "tie nnel and/or xplain why no nd material y not:	ed-i: ma ot: ha

3.	Stora	ge Fac	ility	(ies) Co	ontinued)						
		f.	Cond	ition, d	cleanlines	s and te	mperatur	e of stor	age are	as:	
			(1)	Are t yes/no	thermomete o for each	rs prese	ent to	check te Freezer	emperati	ures? C	(State
			(2)	Are to	emperature	s logged	(recomm	nend daily	)? Yes		No
			(3)	(3) Frequency of temperature checks:							
			(4)	Complete all of the following:							
Safe	guarded					Cond	ition	Cleanlir	ness	Temp	<u>erature</u>
			(a)	Dry							
(yes	/no)								į	50°-70°	° F
			(b)	Freeze	er						
(yes	/no)									-10°-	-0° F
			(c)	Coole	2						
									36°-40°	F	(yes/no)
COMM	ENTS										
Signa	ature o	f Revi	ewer				Printe	d Name of	Review	er	

Regulations require each recipient conduct a storage review annually. The time of the review is determined by the recipient. The completed review form is to be filed at the local level.  $\underline{\text{DO NOT RETURN}}$  the form to the state office.

DUPLICATE AS NEEDED 4 REV. 05/94